

## COVER LETTER OUTLINE

### 1. Heading and Greeting

- Include the date and your name and contact information at the top of the page
- Address the letter to a specific person whenever possible
- Include the Job Reference Number if asked to do so

Your Street Address

City, State Zip Code

Telephone Number

E-mail Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName

Title

Name of Organization

Street or P. O. Box Address

City, State Zip Code

Dear Mr./Ms./Dr. LastName:

### 2. Opening and Introduction (First Paragraph)

- Name the job you are applying to and where you saw or heard the advertisement
- If applicable, include a reference to the person(s) you spoke to about the organization
- Briefly sum up your value to the employer by stating what interests you in the organization and position

### 3. Body (Middle Paragraphs)

- Use these paragraphs to sell your skills and convince the employer that you are the ideal candidate for the position
- When discussing your qualifications, include words from the job description
- Group your qualifications according to themes and prove points by using examples
- Organize paragraphs carefully and place the most important ones first

### 4. Closing (Final Paragraph)

- Mention that you would like to provide more information in an interview
- Refer to your enclosed resume

Sincerely,

*(Your handwritten signature [on hard copy])*

Your name typed

*(In case of e-mail, your full contact info appears below your printed name [instead of at the top, as for hard copy], and of course there is no handwritten signature)*

Enclosure(s) (refers to resume, etc.)